



CHECKLIST FOR SPECIAL EVENT PERMIT APPLICATION

To ensure efficient processing of your Special Event Permit Application please include the following:

- ❑ A completed application submitted at least **90** calendar days prior to the date of the proposed event.

The Application For Special Event Permit is **required for submittal at least **90 calendar days**, which is sixty working days, prior to the date of the proposed event to allow adequate review time.*

- ❑ A **\$30.00 nonrefundable** application fee accompanying your application.
- ❑ A signed release, which is featured at the bottom of the Special Event Permit Application.
- ❑ A **current insurance policy** naming **The Town of Leesburg** as an additional insured in the amount of **\$1,000,000**. (If you, or your organization, are holding this event for the first time then you do not need to submit an insurance policy with your application. The Special Events Committee will contact you about essential information and other requirements.)

**The Certificate of Insurance is important because the Town of Leesburg is not held liable for any incidents or lawsuits that are indirectly or directly related to the Special Event.*

- ❑ A proposed site plan detailing your event. Please indicate the location of electrical usage, water usage, food vendors, beverage stations, portable bathrooms, stages, tents, etc.
- ❑ A proposed route/event map detailing approximate locations and time frames for street, sidewalk, and/or alleyway closings.